



DATE: July 30, 2010

BID NO. 10.195

SUBJECT: Invitation to bid on the following equipment, supply, and/or services.

NAME OF BID: **Securing Vacant Buildings** – Annual Contract

This letter extends to your Firm an invitation to submit a bid to supply the City of Savannah with equipment, supplies, and/or services as indicated above. Sealed bids for the above will be received at the Office of the City Purchasing Director, Board of Purchase, City Hall, Savannah, Georgia, up to 1:30 p.m. on **Tuesday, August 17, 2010** at which time, bids will be opened and publicly read. The Board of Purchase reserves the right to reject any and all bids and to waive formalities.

Instructions for preparation and submission of a bid-proposal are contained in the attached packet. Please note that specific forms for submission of a bid proposal are required. Bids must be typed or printed in ink. If you do not bid, return signed bid invitation sheet and state reason. **Also, please clearly mark the outside of your envelope as "No Bid."**

A pre-bid conference has been scheduled to be conducted in the Office of the Purchasing Director, 3<sup>rd</sup> Floor, City Hall at **9:30 a.m., on Tuesday, August 10, 2010** to discuss the specifications and resolve any questions and/or misunderstandings that may arise. You are invited to attend.

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the City will issue a written addendum to document all approved changes. **Any bid submitted which does not acknowledge the receipt of an addendum will not be considered.**

The City of Savannah has an equal opportunity purchasing policy. The City of Savannah seeks to ensure that all segments of the business community have access to supplying the goods and services needed by City programs. The City affirmatively works to encourage utilization of minority business enterprises in our procurement activities. The City provides equal opportunities for all businesses and does not discriminate against any vendors regardless of race, color, religion, age, sex, national origin or handicap. A "minority business enterprise" is defined as "one whose ownership is at least 51% held by persons who are Black, Asian-American, American Indian or Spanish Surnamed Americans".

A Bid proposal from your Firm will be appreciated.

Sincerely yours,

Margaret H. Joyner  
Purchasing Director

Barbara D. Hayes  
Buyer

POST OFFICE BOX 1027 SAVANNAH, GEORGIA 31402  
PHONE (912) 651-6425 TDD (912) 651-6702 FAX (912) 651-6855 WWW.SAVANNAHGA.GOV

## AN INVITATION TO BID INSTRUCTIONS TO BID

- 1.1 **Purpose:** The purpose of this document is to provide general and specific information for use by vendors in submitting a bid to supply the City of Savannah with equipment, supplies, and or services as listed above. All bids are governed by the Charter and Code of the City of Savannah.
- 1.2 **How to Prepare Bid Proposals:** All bid proposals shall be:
- (A) Prepared on the forms enclosed herewith, unless otherwise prescribed.
  - (B) Typewritten or completed with pen and ink, signed by the vendor or his authorized representative, with all erasures or corrections initialed and dated by the official signing the proposal. Bidders are encouraged to review carefully all provisions and attachments of this document prior to completion. Each bid constitutes an offer and may not be withdrawn except as provided herein. Also, prices are to remain firm for the period stated herein.
- 1.3 **How to Submit Bid Proposals:** All bid proposals shall be:
- (A) Submitted in sealed opaque envelope, plainly marked with the bid number and equipment, supply and/or service description listed above.
  - (B) Mailed or delivered as follows in sufficient time to ensure receipt by the Purchasing Director on or before 1:30 P.M. on the date specified in the first paragraph of the above letter of invitation.
    - (a) **Mailing Address:** Purchasing Director, Post Office Box 1027, Savannah, Georgia 31402.
    - (b) **Hand or Express Delivery Address:** Purchasing Director 3rd Floor, City Hall, 2 E. Bay Street, Savannah, GA 31401.
    - (c) Bids not received by the time and date specified in the first paragraph of the letter will not be opened.
- 1.4 **How to Submit an Objection:** Objections from bidders to the invitation to bid and/or these specifications should be brought to the attention of the City Purchasing Director in the following manner.
- (A) When a pre-bid conference is scheduled, bidders should either present their oral objection at that time or submit their written objections at least 2 days prior to the scheduled conference.
  - (B) When a pre-bid conference is not scheduled, the bidders should object in writing at least 5 days prior to the opening of the bids.
  - (C) Failure to object in accordance with the above procedure shall constitute a waiver on the part of the vendor to protest the solicitation.
- 1.5 **Failure to Bid:** If a bid is not submitted, bidder should return bid sheets, stating reason therefore, and indicate whether the business should be retained or removed from the City's mailing list. **The outside of the envelope should clearly be marked "No Bid"**
- 1.6 **Errors in Bids:** Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting bids. Failure to do so will be at the bidders' own risk. In case of error in extension of prices in the bid, the unit prices shall govern.
- 1.7 **Standards for Acceptance of Bid for Award Contract:** The City reserves the right to reject any or all bids and to waive any irregularities or technicalities in bids received whenever such rejections or waiver is in the interest of the City. The City reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or a bid from a bidder whom investigation shows is not in a position to perform the contract.
- 1.8 **Bidder:** Whenever the term "bidder" is used it shall encompass the "contractor", "purchaser" or other party having a contract with the City in such capacity after a contract has been entered into or between such party and the City.
- 1.9 **Compliance with laws:** The bidder shall obtain and maintain all licenses, permits, liability insurance, workman's compensation insurance and comply with any and all other standards or regulations required by

federal, state or City statute, ordinances and rules during the performance of any contract between the bidder and the City. Any such requirement specifically set forth in any contract document between the bidder and the City shall be supplementary to this section and not in substitution thereof.

## GENERAL CONDITIONS

- 2.1 **Specifications:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the bidder on notice to inquire of or identify the same from the City. Whenever mention is made of any article, material, or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed to be the minimum requirements of these specifications.
- 2.2 **Delivery Point:** Unless otherwise stated, all items shall be quoted and delivered F.O.B. Destination (i.e., at a specific City of Savannah address), and delivery cost and charges (if any) will be included in bid price.
- 2.3 **Cash Discounts (Terms):** Unless otherwise specified, prompt payment cash discounts will be considered in determining cost. A minimum of ten (10) working days must be allowed for an offered prompt payment discount in order to be considered in making an award.
- 2.4 **Delivery Time:** When delivery time is requested in invitation documents, time will be of the essence; therefore, bid shall include the delivery date. In some instances, the City may specify an outside delivery date.
- 2.5 **Preparation for Delivery:**
- (A) **Packing** - Packing shall be accomplished in accordance with acceptable commercial practices for domestic shipments, unless otherwise stated in the contract or purchase order. The vendor shall make shipments using the minimum number of containers consistent with the requirements of safe transit, available mode of transportation routing. It shall be the vendor's responsibility to determine that packing is done as adequate to assure that all the materials shall arrive at destination in an undamaged condition ready for its intended use.
  - (B) **Marking** - All packages shall be identified with the City of Savannah purchase order number and the using Department. Sealed packing lists must be affixed to all cartons showing its content.
  - (C) **Shipping** - The vendor shall follow shipping instructions as stated on the purchase order or contract.
- 2.6 **Multiple Bids:** No vendor will be allowed to submit more than one bid. Any alternate proposals must be brought to the Purchasing Director's attention during the Pre-Bid Conference or submitted in writing at least five (5) days preceding bid opening date.
- 2.7 **Bids For All Or Part:** Unless otherwise specified by the City or by the bidder, **THE CITY OF SAVANNAH RESERVES THE RIGHT TO MAKE AWARD ON ALL ITEMS, OR ON ANY OF THE ITEMS ACCORDING TO THE BEST INTEREST OF THE CITY.** Bidder may restrict his bid to consideration in the aggregate by so stating, but must name a unit price on each item bid upon.
- 2.8 **Warranties for Usage:** Whenever a bid is sought seeking a source of supply for a specified period of time for materials or services, **THE QUANTITIES OF USAGE SHOWN ARE ESTIMATED ONLY.** No guarantee or warranty of any amount is given or implied by the City as to the total amount that may be purchased from any resulting contracts.
- 2.9 **Prices to be Firm:** Bidder warrants that bid prices, terms and conditions quoted in his bid will be firm for acceptance for a period of ninety (90) days from opening date.
- 2.10 **Description of Materials:** Proposals for materials, supplies, vehicles, and/or equipment should be accompanied by copies of detailed factory specifications, ratings, technical data, including accurate descriptions of the exact materials, supplies, vehicles, and/or equipment on which bids are made.
- 2.11 **Completeness:** All information required by Invitation to Bid must be completed and submitted to constitute a proper bid.

- 2.12 **Quality:** All materials used for the manufacture or construction of any supplies, materials or equipment covered by this bid shall be new (unless otherwise specified), the latest model, of the best quality, and highest grade workmanship. Vehicles and/or equipment shall be equipped with such necessary equipment complying with the Georgia State Law, but not including licensing. Also, materials must comply with all applicable Federal and State OSHA requirements in affect at the time of bid.
- 2.13 **Acceptance of Material:** The material delivered under this proposal shall remain the property of the seller until a physical inspection and actual usage of this material and/or services is made and therefore accepted to the satisfaction of the City. IN THE EVENT THAT THE MATERIAL AND/OR SERVICES SUPPLIED TO THE CITY IS FOUND TO BE DEFECTIVE OR DOES NOT CONFORM TO SPECIFICATIONS, THE CITY RESERVES THE RIGHT TO CANCEL THE ORDER UPON WRITTEN NOTICE TO THE SELLER AND RETURN THE PRODUCT TO THE SELLER AT THE SELLER'S EXPENSE AND TO INVOKE THE PROVISIONS OF SECTION 2.22.
- 2.14 **Plant and Facility Inspections:** The Purchasing Department may require the vendor to make his plant and facilities available for inspection; or may require additional information concerning the vendor's ability to perform compliant with the requirements of this specification. Failure to comply with this requirement may cause rejection of the bid package.
- 2.15 **Guarantee:** Unless otherwise specified by the City, the bidder shall unconditionally guarantee the materials and workmanship on all material and/or services. If, within the guarantee period any defects occur which are due to faulty material and or services, the bidder at his expense, shall repair or adjust the condition, or replace the material and/or services to the complete satisfaction of the City. These repairs, replacement or adjustments shall be made only at such time as will be least detrimental to the operation of City business.
- 2.16 **Manufacture or Dealer Advertisement:** No manufacturer or dealer advertising attachment shall appear on products delivered to the City without prior approval by the City of Savannah.
- 2.17 **Brand Name:** If and wherever brand names, makes, names of manufacturers, trade names, vendor catalogs or model numbers are stated, they are for the purpose of establishing a grade or quality of material.
- 2.18 **"OR EQUAL" Interpretation:** It is the vendor's responsibility to prove to the City that each bid item is equal to the grade or quality of material specified.

On all such bids, the bidder shall indicate clearly the product (brand and catalog or model numbers) on which he is bidding, and shall supply a sample and sufficient data in detail to enable an intelligent comparison to be made with the particular brand or manufacturers specified. Failure to submit the required information will be sufficient grounds for rejection of bid. The City shall be the sole judge concerning the merits of bid submitted. If the vendor has any questions relative to whether his product is equal to the grade or quality of the product specified, he should resolve this issue at the pre-bid conference; however, if the extent of the discussion precludes resolution at the pre-bid conference, the vendor should contact the Purchasing Director and resolve the issue prior to submission of bid.

NOTHING HEREIN PRECLUDES TESTING AS SPECIFIED BY THE CITY. VENDOR SHALL BEAR EXPENSES OF TESTS.

- 2.19 **Certified Test Report:** Each bidder shall provide a copy of a certified test report prior to or with their sealed bids when specified. The certified test report shall be from a recognized independent testing laboratory or manufacturer's quality control laboratory showing all test results and full compliance with the appropriate specification indicated herein. However, the City will bear the cost of any independent tests or consultant services it so chooses to perform.
- 2.20 **Samples and Demonstrations:** Evidence in the form of samples may be requested. When required, such samples are to be furnished after the date of bid opening only upon request of the City unless otherwise stated in the bid proposal. If samples are requested, unless otherwise authorized, such samples must be received by the City no later than seven (7) days after formal request is made. The City may request full demonstration of any item(s) bid prior to the award of any contract.

Bid samples shall be an exact and true representative sample of the actual material offered. Each bid sample shall be properly tagged or labeled with the name of the bidder and manufacturer, the bid opening date, and the bid number. Bid samples shall be provided at no additional costs to the City. Samples not used for tests will be returned to the bidder at the bidders' expense if so requested.

Furthermore, the City reserves the right to secure additional check samples from the actual material supplied. In the event the check samples fail to conform with the contract requirements, the contractor shall immediately replace the portion of the delivered commodity with acceptable material conforming to the contract requirements at no additional cost to the City.

- 2.21 **Liability:** Where bidders are required to enter or go onto City of Savannah property to deliver materials or perform work or services as a result of bid award, the bidder shall be liable for any injury, damage or loss to the City occasioned by negligence of the bidder or his agent or any person the bidder has designated in the completion of his contract as a result of his bid and shall indemnify and hold harmless the City from any liability arising therefrom. When specified a certificate showing appropriate liability insurance coverage must be submitted to the Purchasing Director prior to award of the purchase. In connection with its indemnification and Hold Harmless, bidder shall be required to notify its liability insurance carrier and the City of any and all claims for injury, damage or loss occasioned by the negligence or alleged negligence of the bidder (or his agent) or any person the bidder has designated in the completion of his contract.
- 2.22 **Default Provision:** The contract may be canceled or annulled by the City of Savannah in whole or in part by written notice of default to the Contractor upon non-performance or violation of contract terms. An award may be made to the next low bidder, for articles and/or services specified or they may be purchased on the open market and, the defaulting Contractor (or his surety) shall be liable to the City of Savannah for costs to the City in excess of the defaulted contract prices. The Contractor shall continue the performance of this contract to the extent any part is not terminated under the provisions of this clause.
- 2.23 **Patent Indemnity:** Except as otherwise provided, the successful bidder agrees to indemnify the City and its officers, agents and employees against liability, including costs and expenses for infringement upon any letters or patent of the United States arising out of the performance of this Contract or out of the use or disposal by or for the account of the City of supplies furnished or construction work performed hereunder.
- 2.24 **Certification of Independent Price Determination:** By submission of this bid, the bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, that in connection with this procurement:
- (1) The prices in this bid have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
  - (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly to any other bidder or to any competitor;
  - (3) No attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition; and
  - (4) No agent or employee of the City of Savannah has been bribed in connection with this bid solicitation.
- 2.25 **Award of Contract:** The contract, if awarded, will be awarded to the most responsive and responsible bidder whose bid will be most advantageous to the City, price and other factors considered. The City will make the determination.
- 2.26 **Bid Protest Procedure:** A contractor or supplier who is aggrieved by the recommendation of the City Manager to award a contract may appeal the decision to the City Manager no later than 48 hours prior to the date the award recommendation is scheduled to be approved by City Council. Recommendations to Council are posted on the preliminary agenda on the City's website generally on the Friday prior to the Council meeting date. It is the vendor's responsibility to ascertain the City's recommendation for award. The preliminary agenda may be accessed at <http://www.ci.savannah.ga.us/Cityweb/minutes.nsf/Agendas>. No consideration shall be given to



protests received after the prescribed period for protests.

**2.27 Local and MWBE Vendor Preference:** The following provisions shall apply in the procurement of supplies and services:

a) In the event that the lowest bid among those provided by responsive and responsible Local Vendors is within two (2) percent or \$10,000, whichever is less, or within \$500 of the lowest responsive and responsible bidder who is not a Local Vendor, the lowest responsive and responsible Local Vendor shall be afforded the opportunity to match the bid submitted by the non-local bidder. If the lowest responsive and responsible Local Vendor agrees to match the lowest bid, then the contract shall be awarded to the Local Vendor.

b) In the event that the lowest bid among those provided by responsive and responsible Local Minority Business Enterprise or Local Women-Owned Business is within three (3) percent or \$10,000, whichever is less, or within \$500 of the lowest responsive and responsible bidder, the lowest responsive and responsible Local Minority Business Enterprise or Local Women Business Enterprise shall be afforded the opportunity to match the bid submitted by the low bidder. If the lowest responsive and responsible Local Minority Business Enterprise or Local Women Business Enterprise agrees to match the lowest bid, then the contract shall be awarded to the Local Minority Business Enterprise or Local Women Business Enterprise.

c) In the event that the lowest bid among those provided by responsive and responsible Local Vendors located within a Community Development Block Grant (CDBG) target area is within three (3) percent or \$10,000, whichever is less, or within \$500 of the lowest responsive and responsible bidder, the lowest responsive and responsible Local Vendor shall be afforded the opportunity to match the bid submitted by the low bidder. If the lowest responsive and responsible Local Vendor located within a Community Development Block Grant (CDBG) target area agrees to match the lowest bid, then the contract shall be awarded to the Local Vendor located within a Community Development Block Grant (CDBG) target area.

d) In the event that the lowest bid among those provided by responsive and responsible Local Minority Business Enterprise or Local Women-Owned Business located within a Community Development Block Grant (CDBG) target area is within four (4) percent or \$10,000, whichever is less, or within \$500 of the lowest responsive and responsible bidder, the lowest responsive and responsible Local Minority Business Enterprise or Local Women Business Enterprise shall be afforded the opportunity to match the bid submitted by the low bidder. If the lowest responsive and responsible Local Minority Business Enterprise or Local Women Business Enterprise located within a Community Development Block Grant (CDBG) target area agrees to match the lowest bid, then the contract shall be awarded to the Local Minority Business Enterprise or Local Women Business Enterprise located within a Community Development Block Grant (CDBG) target area.

e) In the event that more than one bid meets the criteria in sub-paragraphs (a),(b),(c)and(d), the opportunity to match the low bidder shall be afforded first to the lowest bidder meeting the criteria in sub-paragraph (d),second to the lowest bidder meeting criteria listed in sub-paragraph (c), third to the low bidder meeting the criteria listed in sub-paragraph (b) and fourth to the low bidder meeting the criteria listed in sub-paragraph (a).

**2.28 Minority/Women Business Enterprise (MWBE) Policy:** It is the policy of the City to provide minority and women owned business enterprises with equal opportunity for participating in selling goods and services to the City of Savannah. Bidders are required to make a Good Faith Effort to subcontract, where applicable, with or purchase supplies from MWBEs. The bidder shall keep records of such efforts that are adequate to permit a determination of compliance with this requirement.

The bidder shall also submit the attached notice of non-discrimination with their bid.

## 2.29 **Employment Eligibility Verification and Systematic Alien Verification for Entitlements (SAVE):**

As required under Senate Bill 529 – “Georgia Security and Immigration Compliance Act” of 2006, O.C.G.A. Section 2, Article 3 13-10-91, public employers, their contractors and subcontractors are required to verify the work eligibility of all newly hired employees through an electronic federal work authorization program. The Georgia Department of Labor has added a new Chapter 300-10-1, entitled "Public Employers, Their Contractors and Subcontractors Required to Verify New Employee Work Eligibility Through a Federal Work Authorization Program," to the Rules and Regulations of the State of Georgia. (See website: [http://www.dol.state.ga.us/pdf/rules/300\\_10\\_1.pdf](http://www.dol.state.ga.us/pdf/rules/300_10_1.pdf).) The new rules designate the “Employment Eligibility Verification (EEV) Basic Pilot Program” operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security as the electronic federal work authorization program to be utilized for these purposes. The EEV/Basic Pilot Program can be accessed at: <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>. Bidders shall comply with this new rule and submit with your bid the attached “Contractor Affidavit and Agreement.”

O.C.G.A. § 50-36-1, requires Georgia’s cities to comply with the federal **Systematic Alien Verification for Entitlements (SAVE) Program**. SAVE is a federal program used to verify that applicants for certain “public benefits” are legally present in the United States. Contracts with the City are considered “public benefits.” Therefore, the successful bidder will be required to provide the Affidavit Verifying Status for City of Savannah Benefit Application prior to receiving any City contract. The affidavit is included as part of this bid package but is only required of the successful bidder.

- 2.30 **Qualified Vendor:** A "Qualified Vendor" is defined for this purpose as one who meets, or by the date of bid acceptance can meet, all requirements for licensing, insurance and service contained within these specifications.
- 2.31 **Compliance With Specifications - Terms and Conditions:** The Invitation to Bid, Legal Advertisement, General Conditions and Instructions to Bidders, Specifications, Special Conditions, Vendor's Bid, Addendum, and/or any other pertinent documents form a part of this proposal and by reference are made a part hereof.
- 2.32 **Signed Bid Considered Offer:** The signed bid shall be considered an offer on the part of the bidder, which offer shall be deemed accepted upon approval by the Mayor and Alderman of the City of Savannah, the City Manager or his designee. In case of a default on the part of the bidder after such acceptance, the City of Savannah may take such actions as it deems appropriate including legal action for damages or specific performance.
- 2.33 **Notice to Proceed:** The successful bidder shall not commence work under this invitation to bid until duly notified by receipt of contract signed as executed by the City Manager or the Purchasing Director. If the successful bidder does commence any work prior to receiving official notification, he does so at his own risk.

### **SPECIAL CONDITIONS**

- 3.1 **Price Change:** Preference shall be given to the bidder submitting the lowest and best firm price as his bid. Should it be found that due to unusual market conditions it is in the best interest of the City to accept a price with an escalation clause, the following shall apply:

Unless otherwise specified, prices shall be reviewed no more often than on a quarterly basis.

Cost data to support any proposed increase must be submitted to the Purchasing Director no less than 30 days prior to the effective date of any such requested price increase.

Any adjustment allowed shall consist of verifiable material cost increases which may be passed on to the consumer.

No adjustment shall be made to compensate a supplier for inefficiency in operation, or for additional profit.

Bids indicating price in effect at time of shipment will be considered invalid.

3.2 **Bonds:** (Check where applicable)

- ☐ (A) Each bidder shall post a **bid bond, certified check or money order** made payable to the City in the amount of 5 % of the bid price. A company check is **not** acceptable. No bids shall be read or considered without a proper form of security.
- ☒ (B) No bond, certified check, or U.S. Money Order is required.
- ☐ (C) Bidder shall post a **payment / performance bond, certified check or money order** payable to the City in the amount of 100% of the bid price if awarded the purchase. Such bond(s) are due prior to contract execution as a guarantee that goods meet requirements of the contract including timely delivery, performance specifications and warranty requirements. Such bonds will also guarantee quality performance of services and timely payment of invoices to any subcontractors.
- ☐ (D) Bidder shall post a **performance bond, certified check or money order** in the amount of % of the bid price if awarded the purchase. Such bond(s) are due prior to contract execution as a guarantee of timely delivery and that equipment, materials and /or goods are delivered according to specifications.

Whenever a bond is provided, it shall be executed by a surety authorized to do business in the State of Georgia, approved by the City, and must be executed on the attached forms. At the discretion of the City, other forms of security may be considered in lieu of a performance bond.

3.3 **City License Requirement:** Contractor must be licensed in the State of Georgia by government entity for which he does the majority of his business.

3.4 **Warranty Requirements:** (Check where applicable)

- ☐ (A) Provisions of item 2.12 in regards to quality shall apply.
- ☒ (B) Warranty required.
- ☒ (a) Standard Warranty shall be offered with bid.
- ☐ (b) Extended Warranty shall be offered with bid.

3.5 **Terms of Contract:** (Check where applicable)

- ☒ (A) Annual Contract
- ☐ (B) One time Purchase
- ☐ (C) Other

**SPECIFIC SPECIFICATIONS AND SPECIAL CONDITIONS**

4.0 The purpose of these specifications is to describe the requirements for the securing of vacant buildings (predominantly residential) located throughout the City.

4.1 Scope of Services: The Contractor shall furnish all supervision, technical personnel, labor, materials, machinery, tools, equipment and services, including utility and transportation services, and shall perform and complete all work required for the cleaning out and securing of all structures as required under this contract, including the removal of all overgrown shrubbery, vegetation or debris that causes unsightly appearance (excluding trees, shrub, sidewalks, curbs and gutters) within the parcels of the assigned project areas, in an efficient and workmanlike manner.

4.2 Detailed Specifications:



- 4.2.1 All vendors should read the following pages thoroughly to gain a clear understanding of all requirements under this bid. When making a price quote, vendors should include all costs referred to under each section including all dumping fees, the cost of the insurance requirements, any landfill costs or fees, city license fees and taxes, rental costs of equipment, materials and supplies, and any other costs incurred when performing securing services.
- 4.2.2 Securing shall not commence until the following conditions have been determined:
- A) A pre-inspection has been conducted by Property Maintenance (912)651-6770
  - B) A Notice to Proceed has been issued by the City of Savannah Property Maintenance, Bureau of Public Development.
- 4.2.3 The contractor will preserve in operating condition all active utilities traversing the areas where securing work is to be done, including project manholes, catch basins, valve boxes, poles and other appurtenances; the Contractor will repair damage to any utility, resulting from above-stated securing work, to the satisfaction of the City.
- 4.2.4 The contractor is obligated to notify the Property Maintenance Department of the date that it will start work on the property that it has scheduled for securing. The purpose of this notification is to allow Property Maintenance an opportunity to perform a brief pre inspection just prior to the commencement of securing the property. The contractor must notify the Property Maintenance Department, before starting any work, when it appears that the property owner may have already begun to secure, repair or demolish the structure
- 4.2.5 The contractor will take before and after photographs of the property assigned for securing and should reflect the conditions of the property before and after securing. The contractor will submit the photographs with requests for payment. Failure to submit photographs will be grounds for delayed or non-payment.
- 4.2.6 All trash, rubbish, litter, damaged/broken furniture and debris found in or on the premises at the start of work, as well as that resulting from the securing activities (including rubble, concrete slabs, and foundation exposed above the ground level), or deposited on the site by others during the duration of the contract, shall be removed and legally disposed of by the contractor. Debris shall be interpreted to include white goods, furniture, garbage, clothing, and other household objects. If the contractor has any question regarding what is or is not considered debris they should contact the Property Maintenance representative. Receipts for disposal shall be kept on file at contractor's office and shall be available for City inspection during normal business hours. The contractor shall keep the premises and public right-of-way reasonably clear at all times. No materials or debris will be burned by the Contractor on the premises without prior Fire Department approval and supervision.
- 4.2.7 Except in emergencies all work commence within five (5) days of the City notifying the contractor of the work to be completed.
- 4.2.8 All building securing work shall be completed within seven (7) working days after the departmental notice to proceed is issued.
- 4.2.9 Where no excuse has been given, and in the event that the contractor fails to commence or complete the assigned securing as specified, the City reserves the right to reassign the contract for completion to another contractor.
- 4.2.10 The successful vendor must provide a current authorization for dumping at a licensed landfill or other licensed waste disposal facility. If the vendor ceases to be in good standing with these facilities, this contract shall be canceled and awarded to the next lowest responsible bidder.
- 4.2.11 Contractor must have demonstrated experience in the securing of unsafe buildings to bid on this contract. Proof of experience must be indicated by completing and returning the attached

"Standard Bidder's Qualification Form"

- 4.2.12 The City reserves the right to cancel any contract, without penalty, up to and after the work has begun.

The City further reserves the right to bid special securing projects of the following type:

1. Emergencies,
2. Projects expected to cost over \$5,000,
3. Very large commercial or residential buildings judged to be beyond the capability of the successful bidder.

4.3 Minimum Specifications to Secure, Clean, and Close Properties:

- 4.3.1 All windows and doors, except the front door, through which access to the interior of the dwelling is made, shall be secured in accordance with the specifications. All window boards will be fit to screen inset molding. Bolts shall be spaced to enter above and below the window sash when centered for double hung windows.

- 4.3.2 All fabricated boards will be painted one (1) coat of primer on exterior surface. Paint color to be determined by Property Maintenance.

A. The fabricated boards used to secure the front and rear doors will be stenciled in red with the following message:

**NOTICE THIS BUILDING IS UNSAFE THE USE OR OCCUPANCY OF THIS  
BUILDING IS PROHIBITED BY THE BUILDING OFFICIAL FOR THE CITY  
OF SAVANNAH**

- 4.3.3 Contractor must secure one door (preferably the front or main entrance) with hinges and padlock (s) to ensure the ability of Property Maintenance Department or the owners to enter the structure. The Property Maintenance representative must be provided with a copy of the key to the padlock.

- 4.3.4 All 2" X 4" interior wood stock shall be padded with permanently attached carpet type material minimum 4" X 8". Padding to be adjusted to prevent damage to interior walls and wood trim.

- 4.3.5 Closure--(see attached diagram)

- 4.3.6 Clean Interior-- Remove all trash and debris; correct any unsanitary conditions such as stopped-up commodes. See section 4.2.6

- 4.3.8 Cleaning Exterior- Remove all trash, debris, and junk from premises, **including under structure**. Contractor must cut any grass in excess of 10" high. Premises should be clean and reasonably neat when job is finished.

- 4.3.8.1 Mowing, Edging and Trimming: All areas shall be mowed with sharp mower blades at all times to provide a quality cut. Clippings will be left on the lawn as long as no readily visible clumps remain on the grass surface 36 hours after mowing. Otherwise, large clumps of clippings shall be distributed by mechanical blowing or collected and removed by the contractor. Sidewalks, fences, driveways, and other surfaced areas bordered by grass will be edged. Contractor will clean all clippings from sidewalks, curbs and roadways immediately after mowing and/or edging. Clippings will not be swept, blown, or otherwise disposed of in sewer drains. All of the identified property is to be cleaned up to the curb or lane. No accumulated debris may be left by contractors on or near assigned lots, lanes, public right of way, unauthorized trash can or dumpster.

- 4.3.8.2 No tree or potential tree of 3/4" diameter or more 3/4"l be cut with the exception of pine seedlings which shall be cut if at all possible.

4.3.8.3 Vegetation and underbrush shall be cut if within one hundred and fifty (150) feet from any building, structure, recreational area (not including the width of any intervening street) or within one hundred twenty-five (125) feet from a street right of way, unless otherwise directed by the Senior Properties Inspector. All other areas will be cut to a height of not greater than three (3) inches.

4.3.8.4 Injury to property or any surrounding property shall be reported immediately to the Property Maintenance Department Administrator.

4.3.9 At its option, the City may request the contractor to apply a defoliant to the property or a portion of the property in order to prevent the growth of vegetation.

4.3.10 Where underskirting has been breached, the hole shall be secured.

- a. Frame hole with ground contact 2"x4".
- b. The lower horizontal frame must be 3" off ground to allow for ventilation.
- c. Frame shall be bolted to the width of masonry.
- d. 3/4" Plywood (ground contact) shall be bolted to the frame using 2"x4" inner braces where needed at plywood joints.
- e. Paint one (1) coat exterior primer to match windows and doors.

#### 4.4 Removal of Debris:

4.4.1 Prior to securing of structure, contractor shall remove, and properly dispose of, all debris and trash including such items as refrigerators or stoves. Furniture or other personal property that is in good condition shall remain. Abandoned vehicles will be removed by the Property Maintenance Division at City expense.

4.4.2 Contractor must provide on-site construction containers in an amount adequate to insure that all debris is properly containerized while on site.

4.4.3 Contractor must provide barricades, flashers, and other necessary safety equipment during all times of securing and debris removal.

#### 4.5 Damages:

4.5.1 Repair of all damage done to sidewalks, driveways, curbs, fences, streets, fire hydrants, street and traffic signs, light standards, or adjacent structures shall be at the contractor's expense.

4.5.2 If the Contractor refuses or fails to prosecute the work with such diligence as will insure its completion within the time specified in these contract documents, the City, by written notice to the Contractor, may terminate the Contractor's right to proceed with the work. Upon such termination the City may take over the work and prosecute the same to completion, by the contract or otherwise, and the Contractor and his sureties shall be liable to the City for any additional cost incurred by the City in its completion of the work, and the Contractor shall also be liable to the City for liquidated damages for any delay in the completion of the work in the amount of Fifty Dollars (\$50.00) per day.

4.6 ***The successful bidder may not subcontract any part of the work covered by this contract without prior written approval of the City.***

4.7 The City reserves the right to cancel any contract if and when it feels services rendered are unsatisfactory. The City shall be the sole judge in this matter.

4.8 This bid package contains four (4) separate components which must be quoted individually as well as part of the total securing component.

1. Securing - This includes securing all windows and doors to meet specifications plus sweeping out inside of structure, cutting all overgrown grass and shrubs, removing cut vegetation and raking out underneath the structure. This may include incidental trash or debris removal.
2. Re-securing of Windows - to meet specifications.
3. Re-securing Doors - to meet specifications.
4. Securing Underskirting - to meet specifications

4.9 Photographic Evidence: Contractors shall take color digital photos of all property immediately prior to beginning work and again immediately after the work has been completed. The dates on these photos must be the same. Large projects requiring more than one day to complete should have photos of interim stages to document the need for additional time. Photographs must include a fixed object that can be used to identify the property. The same fixed objects must appear in both the before and the after photos with the same angle and scale. Property Identification Number (PIN) of the photographed property must be displayed on all the photos as well as the term "Before" or "After" as applicable. These dated photos will be turned into the Securing Program Manager with the completed work package. It is the contractor's responsibility to provide a digital camera capable of at least 4 mega pixels with image resolution of 1280 x 1224 that adds date stamp on face of picture. **Handwritten date/time will not be accepted.**

4.9.1 Measuring Implements: A measuring device approved by the Property Maintenance Department must be used in photographic evidence, to clearly distinguish the height of the grass/weeds on the parcel to be mowed.

4.9.2 Printer: The contractor is required to have access to a high capacity color printer capable of 200 imprints.

4.10 **Insurance Requirements:** A copy of current certificates must be provided within 72 hours of request.

4.10.1 The Contractor does hereby covenant and agree to indemnify and save harmless the City of Savannah, its members and staff, from all fines, suits, claims, demands and actions of any kind and nature based upon or arising out of any or all of the operations to be performed by Contractor hereunder and as provided under Item 2.21.

Contractor shall maintain with insurance underwriters satisfactory to the City of Savannah a standard form policy or policies of insurance in the following amounts:

**Comprehensive General Liability -**

- \$500,000 - General Aggregate Limit
- \$500,000 - Products - Completed Operations Aggregate Limit
- \$500,000 - Personal and Advertising Injury Limit
- \$500,000 - Each Occurrence Limit
- \$500,000 - Fire Damage Limit
- \$ 5,000 - Medical Expense Limit (Any One Person)

**Commercial Catastrophe (Umbrella) Liability -** Shall be written for the following limits:

- \$500,000 - Each occurrence for Bodily Injury and Property Damage

\$500,000 - Annual Aggregate

**OCB – Owner’s and Contractor’s Protective Liability** - Shall be written for the following limits:

\$500,000 - Each occurrence for Bodily Injury and Property Damage

\$500,000 - Annual Aggregate

**Comprehensive Automobile Liability** - Shall be written for all owned vehicles, non-ownership liability and hired vehicles and shall be written for the following limits:

\$500,000 - each occurrence for Bodily Injury and Property Damage

It is understood that the specified amounts of insurance in no way limit the liability of the contractor, and that contractor shall carry insurance in such amounts so as to indemnify and save harmless the City of Savannah, its members and staff, from all claims and suits, demands, and actions. Contractor shall furnish a certificate from the insurance carrier or carriers showing such insurance full force contract.

4.10.2 The contractor shall secure and maintain during the term of this contract, Workmen’s Compensation for all of their employees connected with the work on this bid. Such insurance shall comply with the Georgia Workmen’s Compensation Law.

4.10.3 Proof of coverage must be provided upon the City’s request.

4.10.4 A minimum of thirty (30) days prior to cancellation notice shall be given to the City of Savannah, in writing, prior to cancellation by insurance carrier.

4.11 **Qualifications/References:** The vendor must be able to demonstrate the successful completion of projects with a similar scope of work. The vendor shall supply a minimum of three references (including Company name, contact person and phone number) for whom he has completed similar projects.

#### 4.12 **Basis of Award**

4.12.1 This contract will be awarded to the vendor(s) who offers the lowest net price per square foot, and who meets or exceeds all specifications herein. The City also reserves the right to appoint a primary, secondary and tertiary vendor if deemed advantageous. The primary, secondary and tertiary vendors may be assigned securing projects at the same time in order to speed up the enforcement process.

4.12.2 This is an annual contract and prices are to be held firm for a period of one (1) year (12 months). This contract may be extended for two (2) additional one (1) year periods at the same terms and conditions if contracting parties so agree and services provided by the vendor have been satisfactory.

#### 5.0 **Invoice Procedures:**

5.1 The successful vendors shall include the following items on all City invoices:

A) The total number of square feet in the building(s) to be secured. (This will be agreed upon prior to notice to proceed.)

B) The contract price per square foot.

C) The total price of the job.



- D) The location of the structure to be secured.
- E) Invoices are to be submitted within 10 days after completion of work.
- F) Before and after photographs of job as specified in section 4.2.5.
- G) Under no circumstances shall the contractor submit an invoice for payment prior to the completion of work.

**Failure to provide the information specified above shall delay payment.**

- 5.2 Original invoices should be mailed or delivered with supporting documentation to:

City of Savannah  
Property Maintenance  
P.O. Box 1027  
Savannah, GA 31402

**6.0 General Specifications**

- 6.1 The bid response must include the following documents in this order

- Bid Proposal Form ( as a cover sheet)
- Exception Sheet
- Non-Discrimination Statement
- Proposed Schedule of MWBE Participation
- Contractor Affidavit and Agreement
- Affidavit Verifying Status for City of Savannah Benefit Application
- Other requested submittals as stated

All referenced documents must be completed and returned in their entirety to constitute a complete bid.

- 6.2 Vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation.

**EXCEPTION SHEET**  
**BID #10.195**

If the commodity(ies) and/or services proposed in the response to this bid is in anyway different from that contained in this proposal or bid, the bidder is responsible to clearly identify by specification section number, all such differences in the space provided below. Otherwise, it will be assumed that bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions to the stated specifications:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Title

## BID PROPOSAL FORM

**(SUBMIT AS THE COVER SHEET)**  
**(SUBMIT A MINIMUM OF TWO COPIES)**

City of Savannah Purchasing Dept  
3rd Floor, City Hall  
P. O. Box 1027  
Savannah, Georgia 31402  
ATTN: Purchasing Director

BID NUMBER: 10.195

Business Location: (Check One)  
☐ Chatham County  
☐ City of Savannah  
☐ Other

**ALL BIDDERS MUST BE REGISTERED VENDORS ON THE CITY'S WEBSITE.**  
**PLEASE REGISTER AT WWW.SAVANNAHGA.GOV.**

Name of Bidder: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

DO YOU HAVE A BUSINESS TAX CERTIFICATE ISSUED IN THE STATE OF GEORGIA?  
(CHECK ONE) YES: \_\_\_\_\_ NO: \_\_\_\_\_

FROM WHAT CITY/COUNTY \_\_\_\_\_  
TAX CERTIFICATE #: \_\_\_\_\_ FED TAX ID #: \_\_\_\_\_

INDICATE LEGAL FORM OF OWNERSHIP OF BIDDER (STATISTICAL PURPOSES ONLY):  
CHECK ONE: ☐ CORPORATION ☐ PARTNERSHIP  
☐ INDIVIDUAL ☐ OTHER (SPECIFY: \_\_\_\_\_)

INDICATE OWNERSHIP STATUS OF BIDDER  
(CHECK ONE):  
☐ NON-MINORITY OWNED ☐ ASIAN AMERICAN  
☐ AFRICAN AMERICAN ☐ AMERICAN INDIAN  
☐ HISPANIC ☐ OTHER MINORITY (describe) \_\_\_\_\_  
☐ WOMAN (non-minority)

Do you plan to subcontract any portion of this project? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please complete the attached schedule of MWBE participation. Also complete the schedule if you will be using any MWBE suppliers.

THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING ITEMS IN STRICT CONFORMANCE TO THE BID SPECIFICATIONS AND BID INVITATION ISSUED BY THE CITY OF SAVANNAH FOR THIS BID. ANY EXCEPTIONS ARE CLEARLY MARKED IN THE ATTACHED COPY OF BID SPECIFICATIONS

ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
1	SECURING – Price to include all costs incurred in performing securing properties per the specifications	25,000 sq ft	\$ per square foot	
2	RE-SECURING WINDOWS: Per specifications	20 each	\$ per each	
3	RE-SECURING DOORS: Per specifications	25 each	\$ per each	
4	SECURING UNDERSKIRTING – Per specifications	100 sq ft	\$ per sq ft	

TOTAL BID \$ \_\_\_\_\_

**PAYMENT TERMS: PLEASE CHECK ONE AND FILL IN BLANKS**

(Minimum of 10 working days must be allowed for discount to be considered in bid award)

\_\_\_ Less \_\_\_ % \_\_\_ Days Prompt Payment Discount (if offered) ( \_\_\_\_\_ )

\_\_\_ Net - 30 Days (no discount offered) - 0 -

TOTAL NET BID \$  
=====

**CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:**

ADDENDUM \_\_\_\_\_ #  
DATE \_\_\_\_\_

I certify this Bid complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Date

**REFERENCES**

Company Name: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_



## **NON-DISCRIMINATION STATEMENT**

The bidder certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, We acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

---

**Signature**

---

**Title**

**PROPOSED SCHEDULE OF M/WBE PARTICIPATION**

Name of Bidder/Proposer: \_\_\_\_\_ Bid No.: \_\_\_\_\_

Project Title: \_\_\_\_\_ Total Bid Amount \$ \_\_\_\_\_

Name of M/WBE Participant	Address	Type of Work Sub-Contracted	Subcontract Value	MBE/ WBE Status
			\$	
			\$	
			\$	
			\$	
			\$	

MBE Participation Value: \_\_\_\_\_ % \$ \_\_\_\_\_

Women Participation Total Value: \_\_\_\_\_ % \$ \_\_\_\_\_

The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule conditioned upon executing of a contract with the Mayor and Aldermen of the City of Savannah.

**Joint Venture Disclosure**

If the prime bidder is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the Minority/Female joint venture firm.

Joint Venture Firms	Level of Work	Financial Participation

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Note: The Minority/Woman-Owned Business Office is available to identify qualified M/WBE's. Please contact the Office at (912) 651-3653. This form may be copied as needed. The City of Savannah has also posted a list of registered M/WBE's on its website @ [www.savannahga.gov](http://www.savannahga.gov).

**CONTRACTOR AFFIDAVIT AND AGREEMENT**  
**Employment Eligibility Verification**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Savannah has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Savannah, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Savannah at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

BY:

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\*As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

\* \* \* \* \*

## ***Affidavit Verifying Status for City of Savannah Benefit Application***

By executing this affidavit under oath, as an applicant for a City of Savannah, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a City of Savannah contract for \_\_\_\_\_. [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) \_\_\_\_\_ I am a citizen of the United States.

**OR**

2.) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older.

**OR**

3.) \_\_\_\_\_ I am an otherwise qualified alien (8 § USC 1641) or non-immigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\* \_\_\_\_\_  
Alien Registration number for non-citizens.

Notary Public  
My Commission Expires: